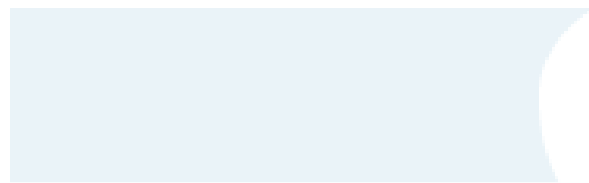
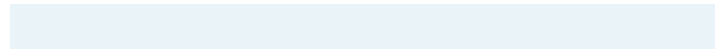
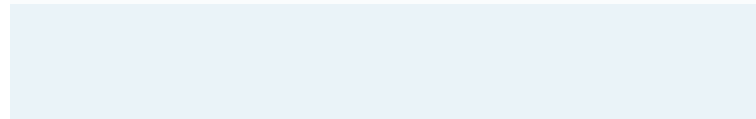


User Guide



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Introduction

What is Constructionline?

Established in 1998, Constructionline is the UK's largest database of pre-qualified contractors, consultants and material suppliers. In terms of efficiency and best practice, Constructionline is proven to deliver for both public and private sector buyers and their supply chains.

Already used by over 8,000 procurement professionals, we help buyers streamline their existing procurement processes and offer a range of solutions in the areas of; supply chain management, sourcing new suppliers, risk reduction, framework management, contract advertising and sustainability.

Our standards

Our pre-qualification questionnaire is aligned to PAS 91:2013 and kept up-to-date with industry and government standards to ensure our service follows best practice and remains relevant to procurement professionals within the construction industry. Constructionline also offers an optional health & safety accreditation service to all its suppliers; Acclaim Accreditation is a Safety Schemes in Procurement (SSIP) forum member.

Benefits at a glance

As a Constructionline buyer, the time and costs associated with assessing pre-qualification questionnaires and maintaining up to date supplier information becomes a thing of the past. And that's not all, we can also provide;

- Free access to over 22,000 pre-qualified suppliers, from Sole Traders to Main Contractors
- Supplier details managed and kept up-to-date
- Over 1,500 trades to search from
- Access to all standard pre-qualification data covering; company details, financials, health & safety, equalities and environmental
- Simple framework, supply-chain and in house list management
- Advertise opportunities for free on our Opportunities Notice Board (ONB).
- Streamline the OJEU process by utilising Constructionline methodology
- Demonstrate PAS 91:2013 compliance
- Your own dedicated Client Relationship Manager on hand to provide support whenever you need it

Getting started

Introduction

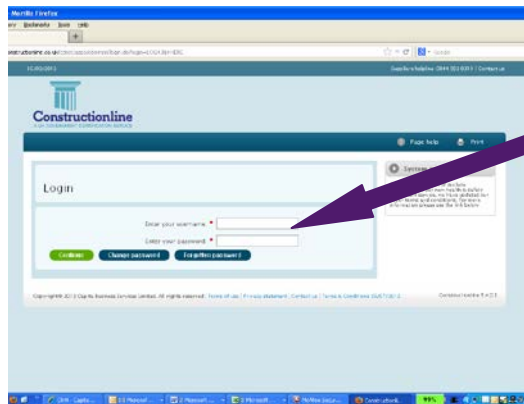
'Getting started' will provide you with a basic introduction into the Constructionline system, covering the following topics:

- How to login
- What is WebEx?
- Tips
- FAQ's

How to login

The Constructionline database is a web based application that is available via www.constructionline.co.uk. Click on the "Log-in" button on the top of any page of the Constructionline website.

Enter your username and password.



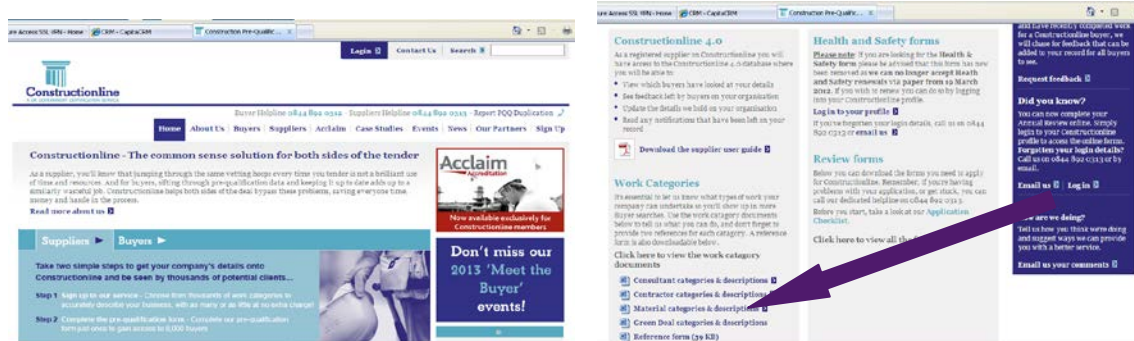
If you have forgotten your password, you can click on the "Forgotten password" button, and follow the on screen prompts to obtain a new password.

If you would like to change your password to something more memorable – click on the "Change password" button and follow the on screen prompts.

WebEx

As a registered buyer you will be provided training on how to use the Constructionline system. This can take place at your offices or you can access our online training facility. If you wish any additional training please contact your Client Relationship Manager.

Key areas on our website



There are some useful quick links to areas that may be of use to you when using Constructionline.

Work categories - we have a full listing of Contractor, Consultant and Material work categories for you to review, <http://www.constructionline.co.uk/static/suppliers/registered-supplier-resources.html>

There is an area specifically designed to help our buyers, <http://www.constructionline.co.uk/static/buyers/>

This contains our registration criteria document which details the mandatory and non-mandatory information we collect and how this is assessed. This demonstrates full transparency for buyers and suppliers. http://www.constructionline.co.uk/static/_client/downloads/Registration_Criteria.pdf

You will also find helpline numbers, information about our Health & Safety,SSIP approved scheme called Acclaim as well as many other useful hints and tips.

FAQs

When Should I Use Constructionline?

Constructionline is a flexible system and is designed to fit with your processes and procedures. From simply checking if a supplier is registered to managing frameworks, including your supply chain partners, Constructionline can assist in managing and monitoring lists of suppliers. We can also support with Sub-OJEU and OJEU value advertising. For further information and support contact your local Client Relationship Manager.

How many users can the system have?

You can have as many users as you need. Each user will require their individual log in. If you need to set up new users please contact your local Client Relationship Manager.

Do we need separate Buyer accounts for each user?

No. The structure of accounts will depend on your own internal processes and you may wish to set up separate accounts dependant on the structure of your organisation. Your Client Relationship Manager can advise you on the best option for your organisation.

Who is responsible / liable for the data and database?

Constructionline is a public/private partnership with Capita. Capita manage and maintain the database. It is your responsibility to ensure that the information you require is fit for your purpose.

How often do I need to update my password?

Passwords should be changed regularly to ensure it remains secure. You will be issued with your log in details at your first training session. Our advice would be to change it following this session which will then become your permanent password until you reset at a later time.

Does my username have to be my email address?

Yes, this is so we can contact you should we need to update you about any changes to the system.

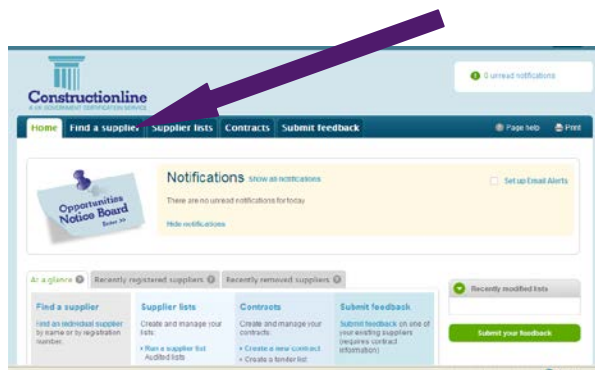
Where can I access the system from?

You can access Constructionline from any computer with internet access.

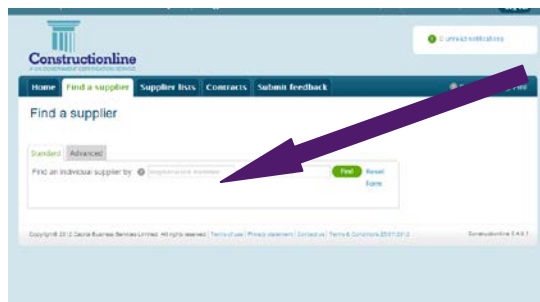
Finding a supplier and managing a supplier list

Find a supplier

To find a supplier by name or registration number, you can either select from the shortcut link on the system homepage, or the “Find a supplier” tab at the top of the page.



To perform a standard search, simply type in the company's Constructionline registration number or the company name.

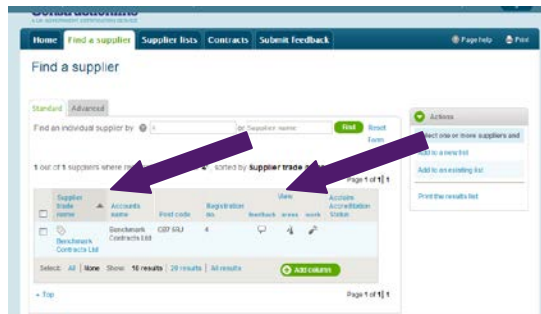


If searching by company name, you can type just part of the name to find all the suppliers with that phrase in their company name. Click “Find”.

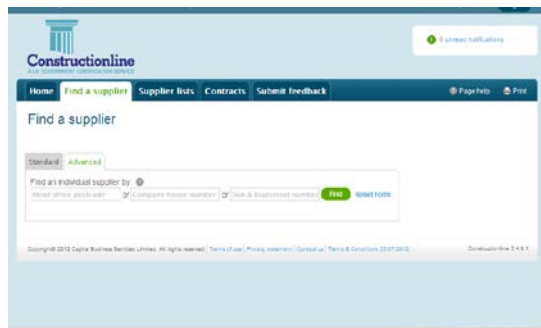
Your search will then return a summary of the first 100 supplier records that match your search criteria.

The results will show; the supplier's trade name, accounts name, postcode and Constructionline registration number.

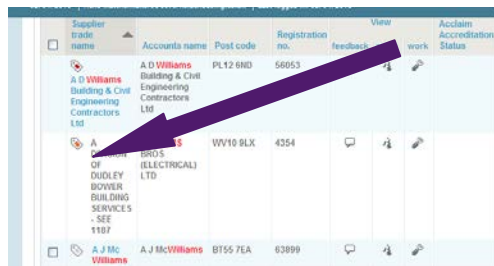
In the “View” column you can click on the speech bubble icon to view feedback left for the supplier by other buyers, the map icon to view the locations that the supplier covers, and finally, the spanner icon to view the categories that the supplier is competent to work under.



To perform an advanced search, click on the “Advanced” tab and enter either the supplier’s head office postcode, company house number or Dun and Bradstreet number. Click “Find”.



Beside the supplier’s trade name you will also be able to see a colour coded tag.



White tag



Registered supplier = supplier that has up-to-date and valid pre-qualification information.

Red tag



Suspended supplier = supplier that has failed to supply mandatory information after 3 requests.

Orange tag

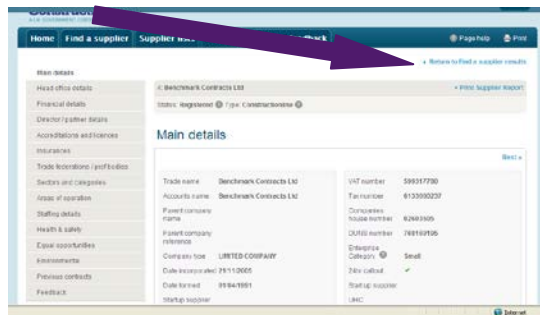


Inactive supplier = supplier that has been permanently deleted from the database.

Viewing a supplier record

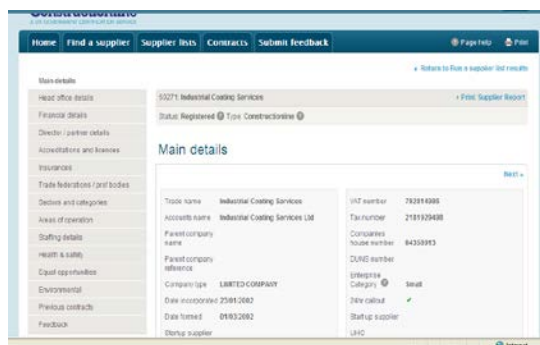
Once you have completed a search for a supplier or have run a supplier list, click the company or trading name of the supplier – this will take you into their record.

Once you have finished viewing their details, or to return to the previous results screen click “Return to find suppliers results”.



Having clicked on the supplier’s name, you will then be presented with the supplier’s main details page.

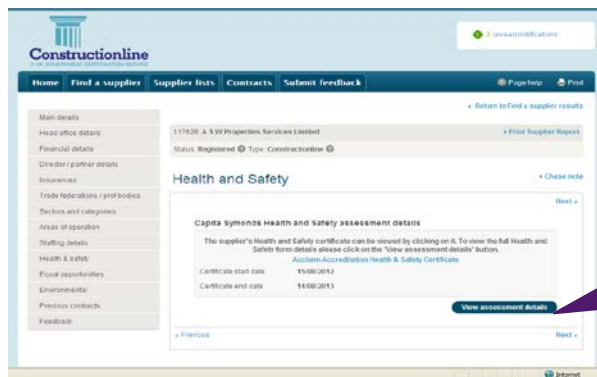
On the left-hand side, you will be able to see a navigation menu displaying the categories of information we hold on each supplier.



To view any of the other 15 information categories, click on the relevant menu item. Alternatively, you can use the “Previous” and “Next” buttons to navigate through the categories.

In the “Health & Safety”, “Equal Opportunities” and “Environmental” categories, you can view the responses to the questionnaires that the supplier has completed in these areas. If the supplier is an SSIP registered scheme member this information will also be available under the ‘Health & Safety’ section.

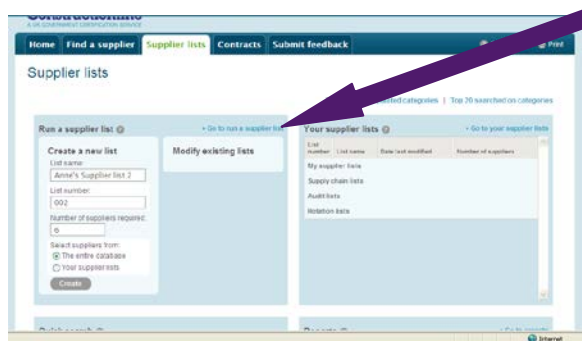
If a supplier has been assessed through Constructionline’s own SSIP accreditation scheme, Acclaim, you will be able to see they have been assessed you can follow the link to take you through to the assessment area. This will show the questions, answers, uploaded documents, assessor comments and any responses.



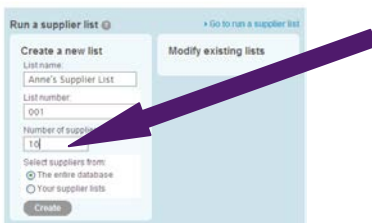
Throughout a supplier record you can download any uploaded documents by simply clicking on the PDF icon beside the document itself.

Create a List

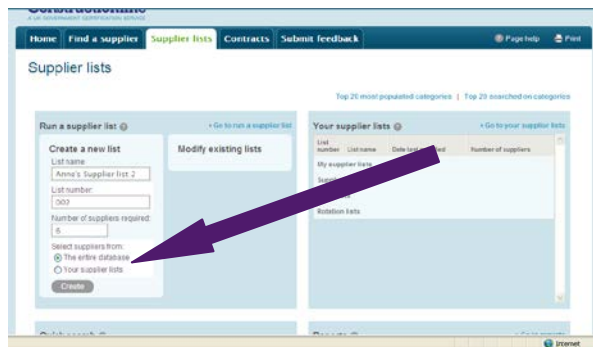
To create a new supplier list, select the “Run a supplier list” shortcut from the homepage, or the “Supplier lists” tab in the top navigation.



In the “Create a new list” panel, give the new list a name, number and the maximum number of suppliers that you require.

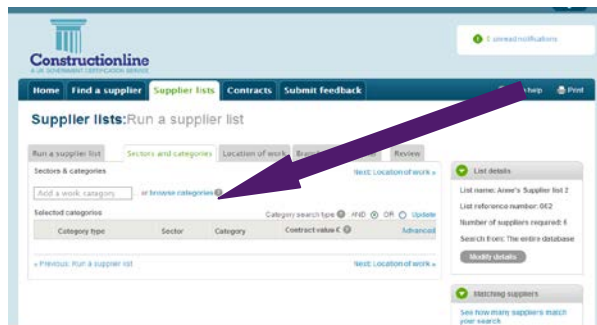


Use the radio buttons to select whether you would like to source suppliers from the entire database, or from an existing supplier list that you've previously created. Click "Create".



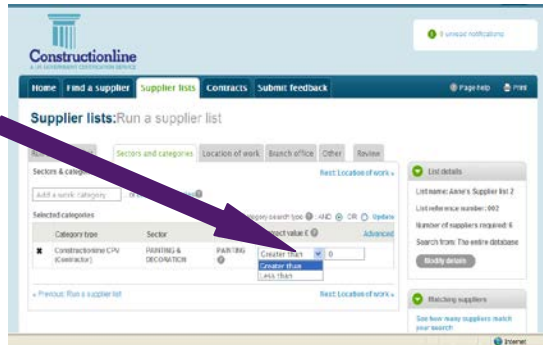
Now select your search criteria

Firstly select the type of trade you require. You now have a choice to either type in the work category you are looking for or alternatively, click on "Browse categories" to view all of the categories that are available and make a selection from here.



You can select more than one work category. If you have selected more than one, you can select from two radio buttons; "AND" to view the suppliers who are listed under all of the selected work categories, "OR" to find suppliers listed under at least one of the work categories.

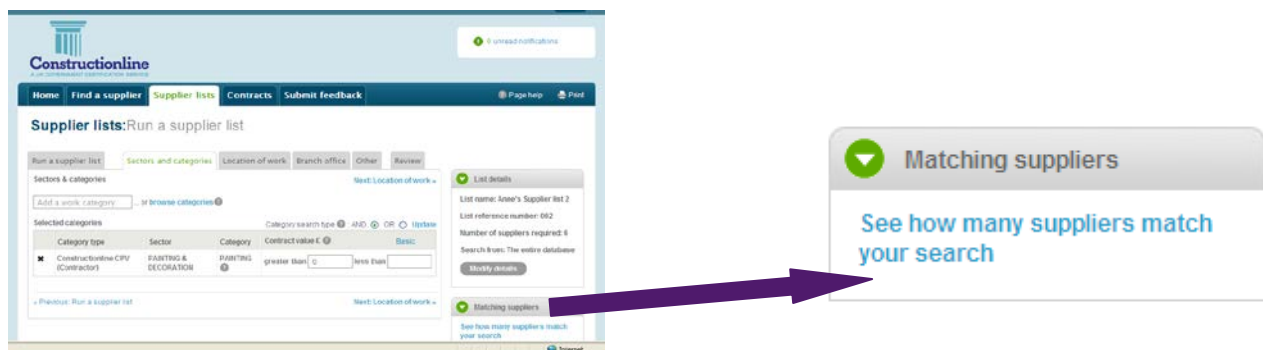
You now need to ensure the suppliers can undertake the value of your contract. There are two ways you can do this. Under the basic search you can add a 'greater' or 'less' than the actual contract value.



There is also an advanced search whereby you can search between two values; this will find companies with notation values between these figures. You will need to review a supplier record to see their exact notation value.

Before moving onto the location of work make sure you click the “Update” button to save the information and requirements so far.

At each stage of defining your supplier list criteria, you will notice a “Matching suppliers” box to the right of the screen.



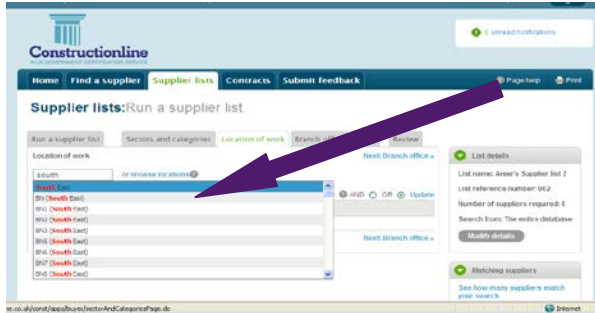
This is a useful tool to see how many suppliers meet your criteria as you go along. Click on “See how many suppliers match your search”

If you have too few suppliers, you can click “Review your choices” to broaden your search criteria. Click on “Next” in the main frame to continue.

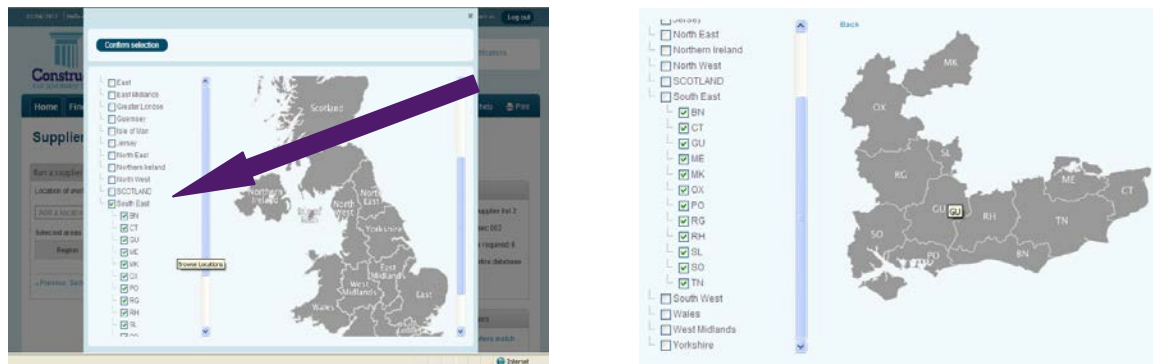
Click on “Next: Location of work”

Here you will select the location of the project, to ensure all suppliers generated are willing to carry out work in that area.

Type a postcode or region in the free text box. As you type, you will be presented with a list of suggestions, Click on one of these to select.



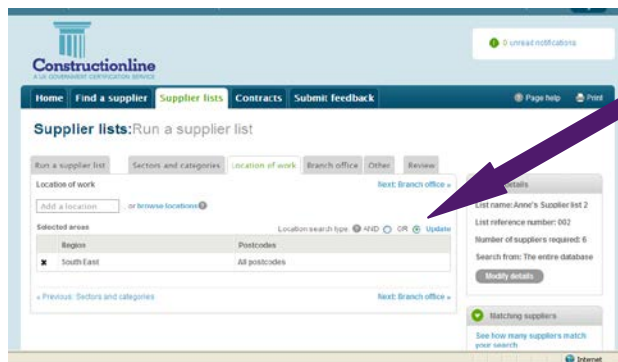
Alternatively, you can click on “Browse locations” to select a location from a map. This option may be preferable when you require suppliers for projects in multiple locations.



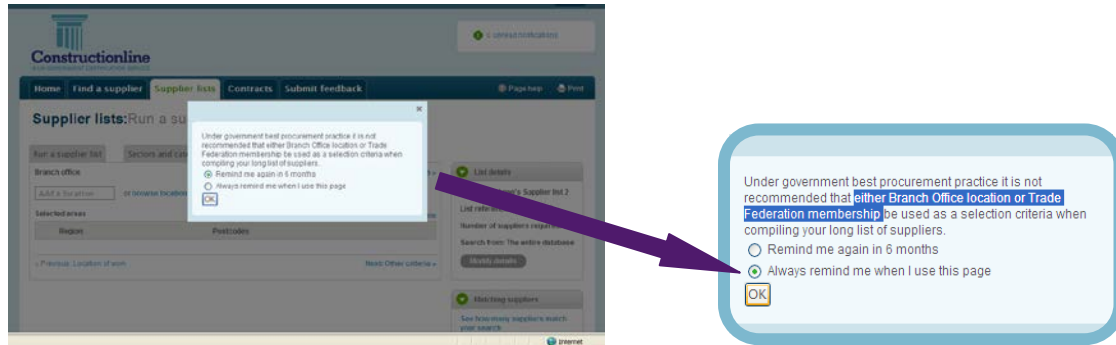
Click on the region/s you require, this will select all the post codes within that region unless you amend before leaving this page.

Alternatively, click the region on the left hand side to open up all the post code areas and identify the ones you wish to include individually. Then press “Confirm selection”.

Click on “Update” to save the details and then click “Next”.



You will then be prompted with an alert, reminding you that it is not recommended by government procurement best practice to select suppliers based on branch office or trade federation.



To confirm that you have acknowledged this, select a reminder option and click "OK".

Select "Always remind me when I use this page" or "Remind me in 6 months time" and click "OK".

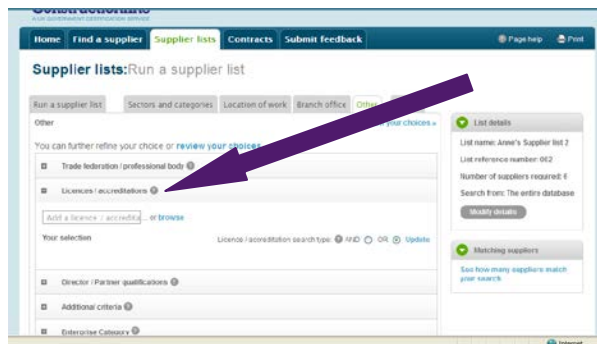
You can further narrow your search criteria by selecting the location of the supplier's head/branch office. As per "Location of work" you can select by adding the postcode you require or browse locations using the map.

If you don't have a preference to where the supplier's branch office is, you can leave this blank.

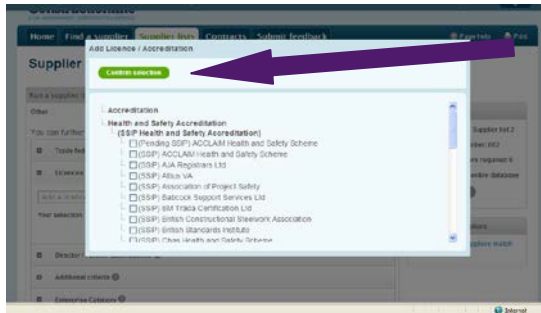
Once you have made your selection, remember to click "Update". Then, click "Next".

You may wish to further refine your search criteria in the "Other" tab.

You can select specific trade federations or professional bodies; specific licences and accreditations that they should hold; director and partner qualifications; or additional criteria, such as whether you would like to include Small, Micro or Medium size suppliers, new suppliers or suppliers offering 24 hour call out only.



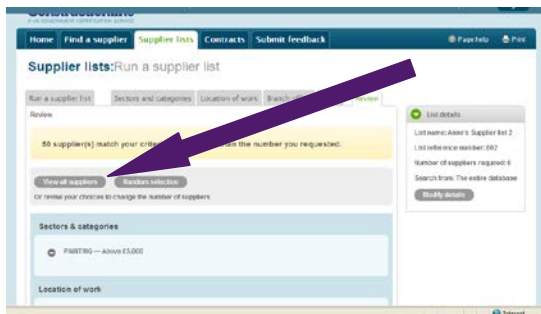
You can also build in the requirement for specific Health & Safety accreditations i.e.SSIP members only. To do this select 'other' after the "Branch office" tab, then click on the '+' under licence/accreditations, select "Browse", then Health & safety accreditation and then again (Health & Safety accreditation), confirm by ticking the boxes against the schemes you are happy to accept and confirm selection at the top.



If you wish to learn more about this please contact your local Client Relationship Manager.

If you have made any changes, click “Update selection” and then click “Next” to review all of your choices and identify how many suppliers meet your criteria.

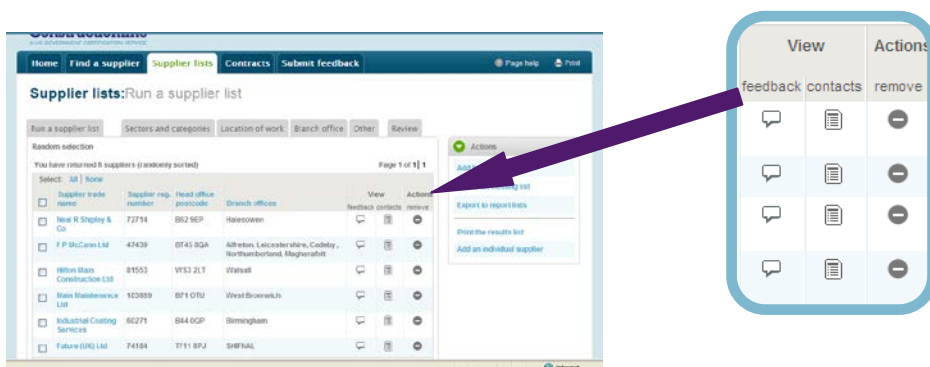
If you are happy with all of the selections made and the numbers meeting your criteria you can click “View all suppliers” or “Random selection”.



If there are no or too few suppliers that match your criteria, try broadening your search criteria.

When presented with your search results; you can use the “View column” to select the quick feedback and contacts for quick access to the relevant areas of the supplier’s pre-qualification data.

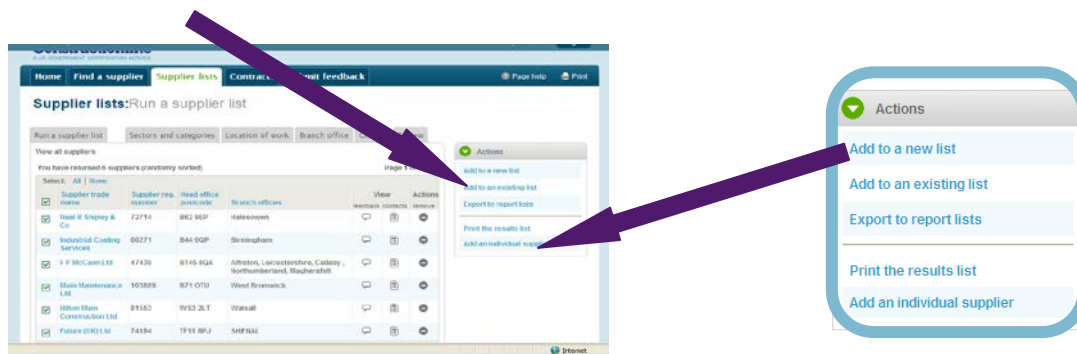
The “Actions” column allows you to select the “Remove” icon to delete particular suppliers from your list.



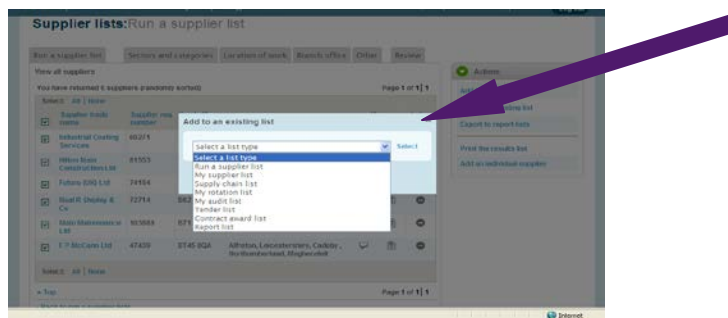
Adding suppliers to a list

If you would like to add the supplier or suppliers from a search onto a list, simply tick the check box to the left of the suppliers that you'd like to add. If you would like to keep all of your suppliers, select the "All" box at the top or bottom of the page.

Select either "Add to a new list", OR "Add to existing list" from the "Actions" box. Or you can simply print this list.

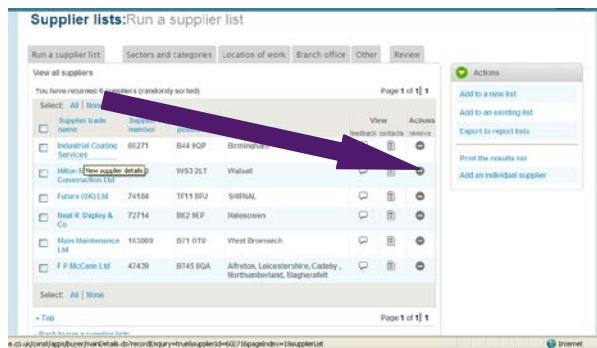


If selecting "Add to new list", you will be prompted to select a list type, list name and list number for your own reference.



Removing a Supplier

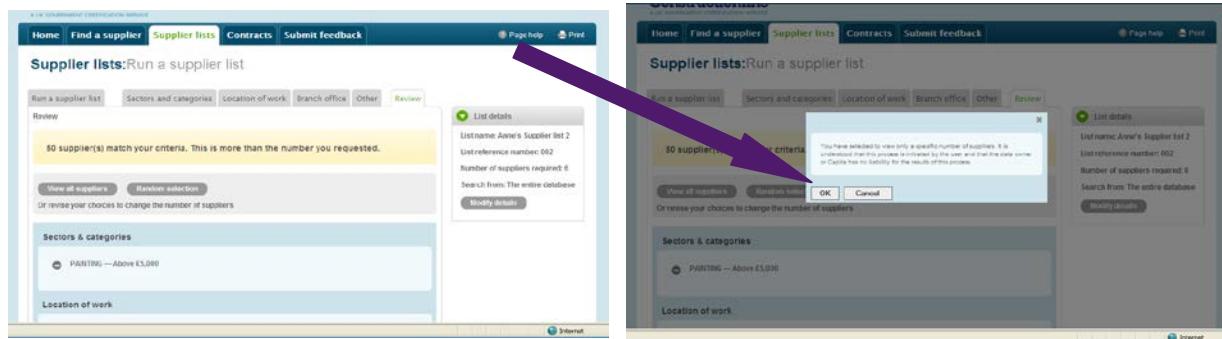
Within any list you can add/remove a supplier. This will create an audit note within the list you are working on. To remove a supplier just select the one you wish to remove by clicking the 'delete' icon to the right of the supplier.



The only list you cannot delete from is the Audit list.

Random selection

To action a 'Random election', please follow the above guidance for 'Create a list of suppliers'. If you are happy with all of the selections made, click "Random selection".



You will then be presented with an alert. Select "OK" to confirm that you have understood that the data owner and Capita accept no liability for the results of the process.

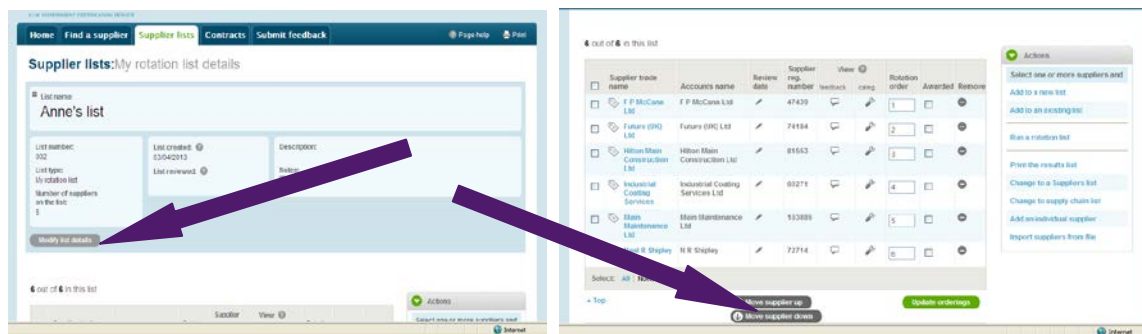
You will return a list of randomly sorted suppliers.

Rotation of lists

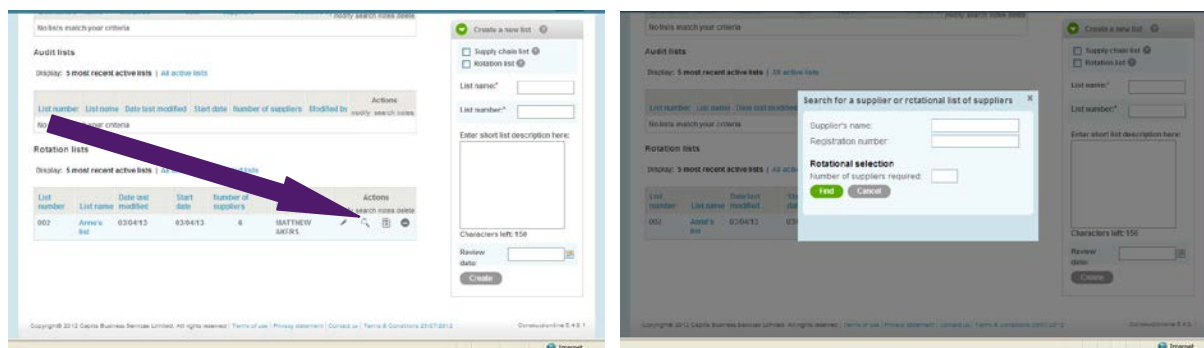
When managing your own lists there is an option to set up a rotation list.

First the list needs to be set up and saved as a 'Rotation' rather than 'My supplier' list. You can also change existing lists to a "Rotation" list using the "Actions" box.

Once the rotation list has been saved, it will automatically place the suppliers into an alphabetical order. You can move suppliers up or down if you wish to place them into a different order.



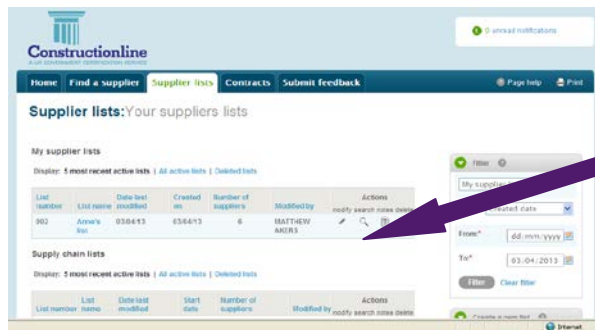
Once a rotation list has been saved within your Suppliers Lists, you can ask quickly generate a specified number of suppliers from within this list. Click on the magnifying glass and request the number of suppliers you wish to select from the rotation list.



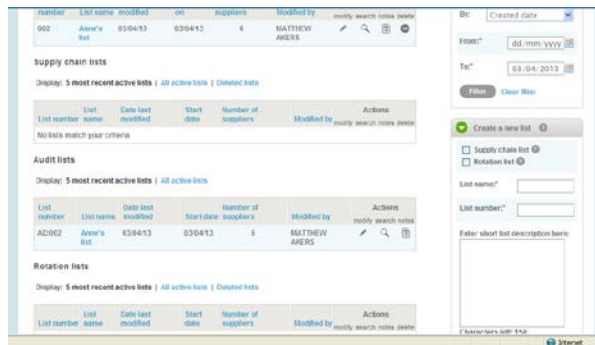
Audit Lists

An audit list is a function you can run from any lists you have set up within the 'My supplier list' section. To be able to use this function you must first set up and save a list within this section of the system.

Once the list is set up within the 'My supplier list section' you can then go to your supplier lists and then click on the magnifying glass. This will then ask you if you wish to perform a "Random search", you can give the list a name and number and also request the type of work the supplier must be capable of covering.



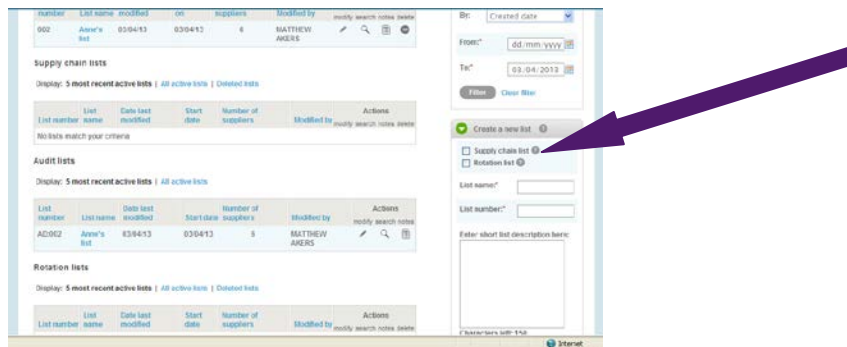
This new list will then sit under the Audit list section.



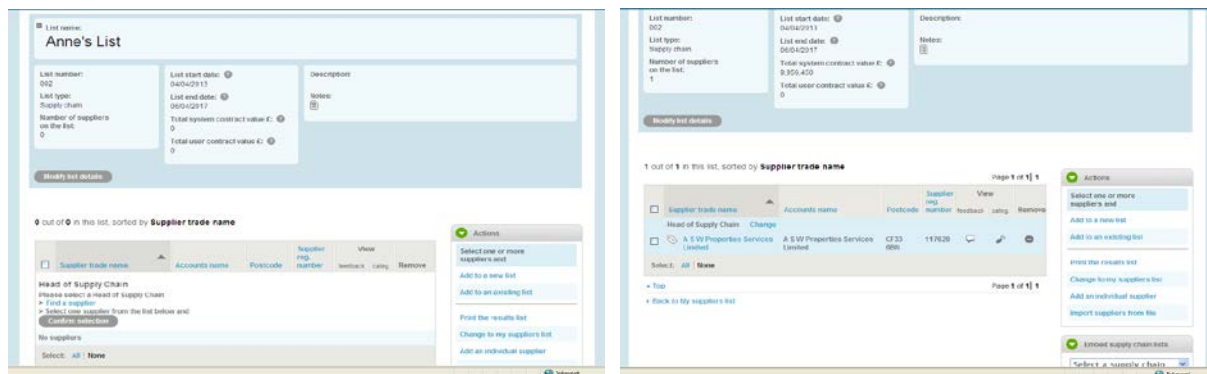
Supply Chain lists

This list will identify the Head of Supply Chain and their sub-contractors. This will allow you to monitor the entire supply chain. These lists can be shared with other Constructionline buyers who will then also be able to monitor the entire supply chain. If you work with main contractors you can ask them to share these lists with you. If you are a main contractor you can share these lists with your clients.

You can set up a new list as previously described – but now save it as “Supply chain list”. Within the ‘Supplier list’ section – you can create a new list and select the “Supply chain list” option.

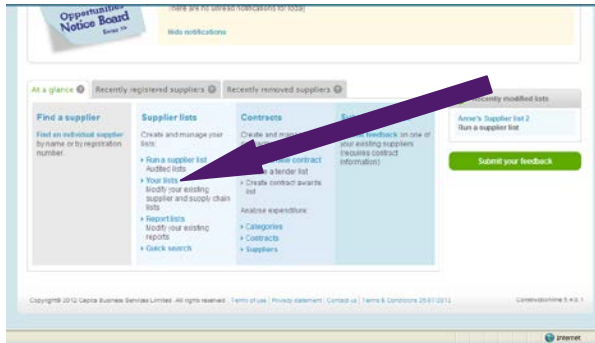


Click “Find a supplier” to add in the head of the supply chain, then once this is set up, on the right hand side attach the supply chain members by adding in an ‘Individual supplier’ or ‘Importing a list’.

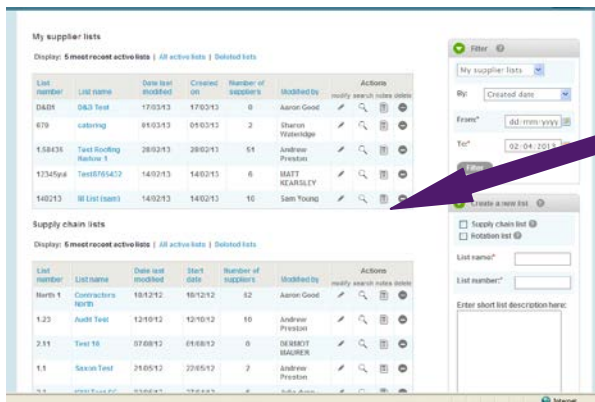


Accessing supplier lists

If you have saved your list as a “My supplier list”, “My supply chain list”, “Report list”, or “Rotation list” you will be able to access these by clicking on the “Supplier Lists” tab, or the “Your supplier lists” shortcut link on the homepage.

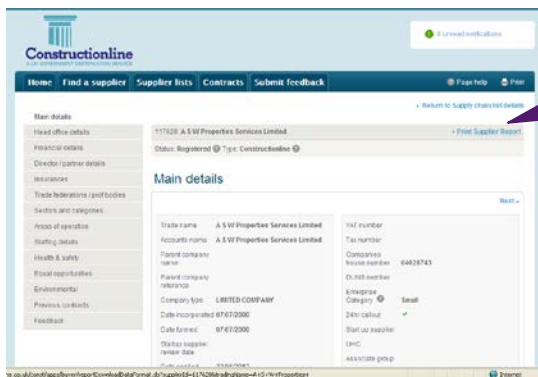


You will then be able to view all your saved lists.

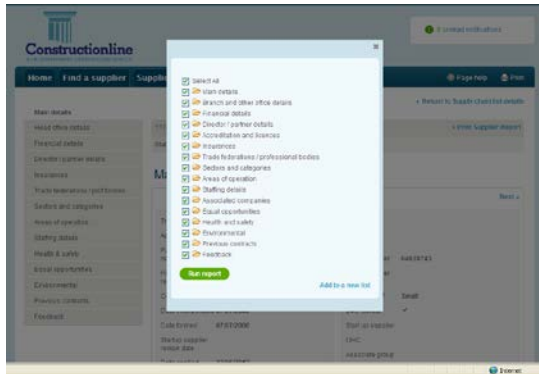


How to extract supplier data

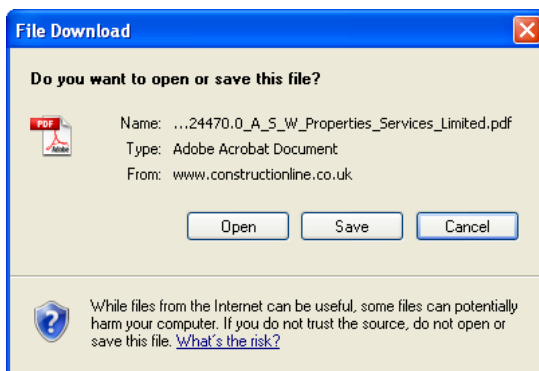
To generate a report from an individual supplier's record; click on "Print supplier report" at the top right of the record.



You will then be prompted to select the details from the supplier record you wish to add onto the report. Then click "Run report".

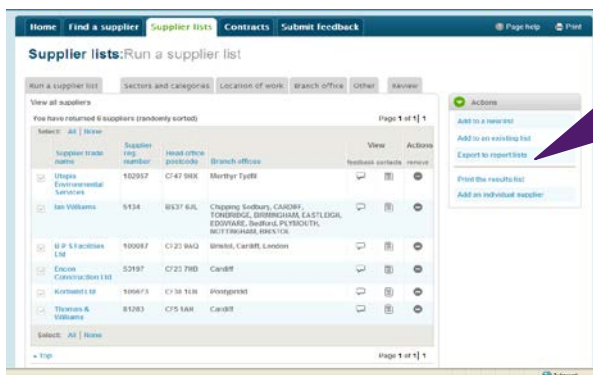


Then click to open the report.

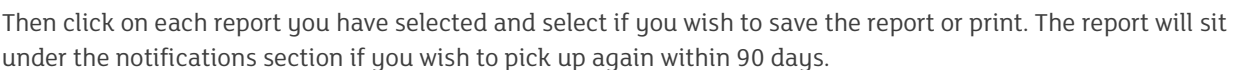
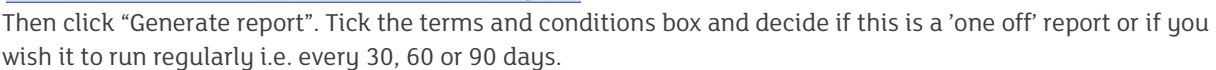


Export to a report

To create a report of any list, select the list and click on “Export to reports list” in the ‘Actions’ area

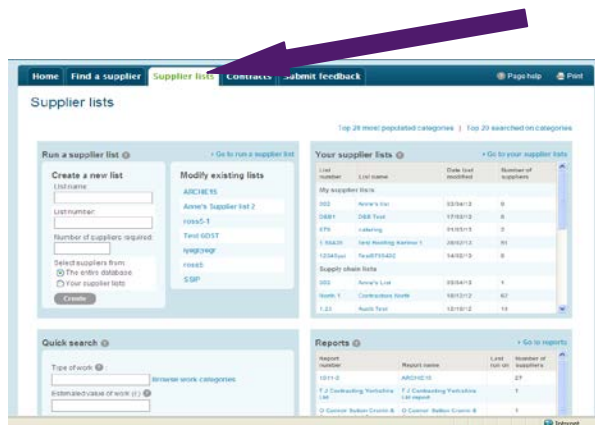


Select which format you would like the report in.



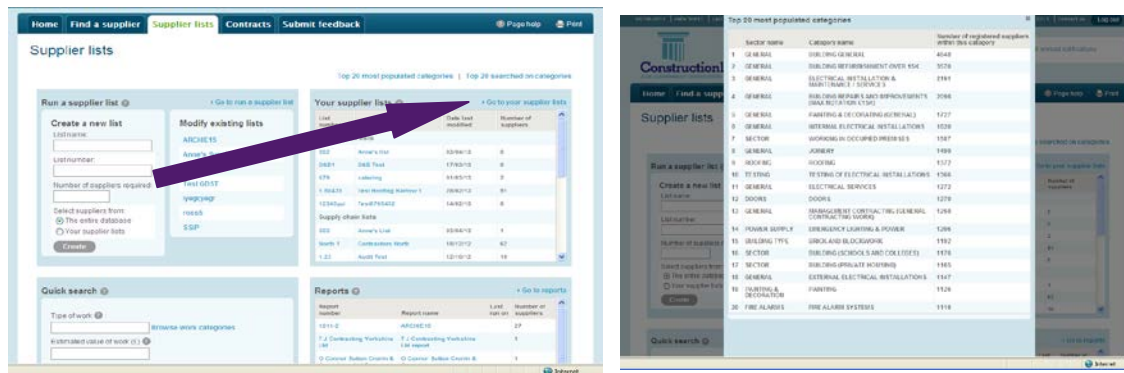
Accessing your supplier lists

If you have saved your list as a “My supplier list”, “My supply chain list”, “Report list” or ‘Rotation list’ you will be able to access these by clicking on the “Supplier lists” tab, or the “Your lists” shortcut link on the homepage.



This screen will allow you to run a supplier list, access your suppliers’ lists, perform a quick search and access your reports. You can also view the Top 20 most populated and searched on categories.

To access your lists, click on “Go to your suppliers lists” in the top right box.



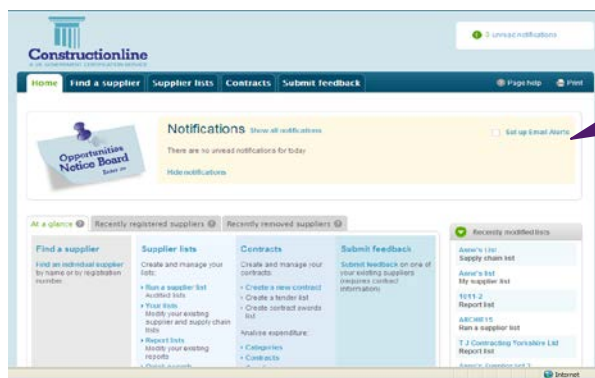
Notification - email alerts

You will receive notifications on the Constructionline homepage if there is a change in Constructionline status of any supplier on any of your lists.

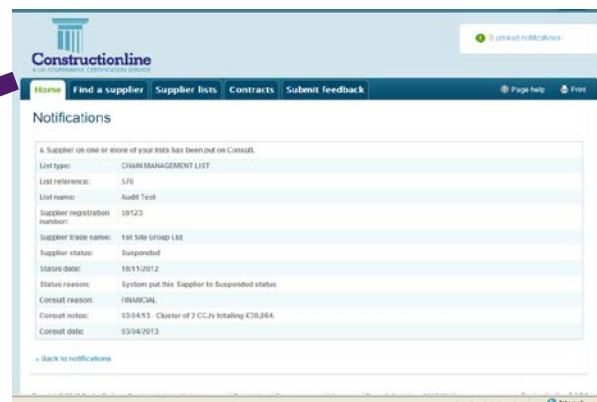
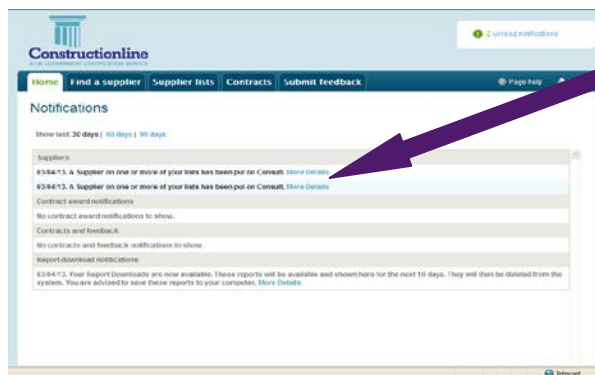
If you have set up scheduled reports, you will also receive a notification when a report is ready for download.

A summary of the alert will appear in the orange notifications box. Click on “More details” to view the full description. To view all of your notifications, click the “Show all notifications” link or the “Unread notification” alert in the top right corner.

You can set up the facility to have all notifications to be emailed to an inbox, all you need to do is click the ‘Set up emails’ section and complete.



On the main notifications screen you will have the option to view notifications from the last 30 days, 60 days and 90 days. Click on the “More details” link to view the full description – doing so will also remove the alert from the homepage.



FAQs

How do I find CPV codes?

All of our work categories are aligned to CPV (Common Procurement Vocabulary) codes which can be found at the end of the definition of each category.

How many lists can I have on the system at one time?

There is no limit but you may need to use the top toolbar to sort by date or person who ran the list to search for your own list.

Can I search for specialist suppliers?

Yes. If you cannot find the work category you require the full listing is available on the website within the Supplier zone / Resources. There is a document for Contractors, Consultants and Material work categories; there are over 1500+ categories to choose from.

Do we verify data?

Yes. Constructionline check the following areas, Insurances, Financial Accounts, Accreditations and Licences includingSSIP/Health and Safety accreditations. These areas also form part of our chase process in which the supplier is contacted 3 times by Constructionline to update this information. We will suspend if updated information is not provided. We will send you a notification if they are on any of your lists. We also verify each reference and provide a recommended contract value / notation values for each work category.

How does the Experian financial check work?

Constructionline has teamed up with one of the UK's leading financial checking companies to offer a facility which provides daily checks on all contractors and consultants on our register. This is in addition to the robust annual financial checks we already carry out on suppliers. We will notify you if there is any information that could represent risk to your organisation i.e. winding up orders, proposal to strike off, meeting of creditors - a full list can be found on our website within Appendix 3 of the supplier criteria document http://www.constructionline.co.uk/static/_client/downloads/Registration_Criteria.pdf
It is still your decision as to how and what you do with this information.

What is the notation value and who gives this to a supplier?

A notation value is Constructionline's recommended contract value for each work category a supplier is registered for. The formula used for contractors and for consultants is available on our website http://www.constructionline.co.uk/static/_client/downloads/NotationCalculationSuppliers.pdf
http://www.constructionline.co.uk/static/_client/downloads/ConsultantNotationCalculation.pdf

Can we share a list with other organisations?

Yes. Lists can be shared between different Constructionline buyer accounts. We can also amend access rights for individual users, therefore if you are sharing framework partners or wish share your supply chain lists you may wish to share with other organisations on a read only basis. Please contact your Client Relationship Manager to find out more.

Does the 'My supplier' list I created automatically update when someone new joins?

Any lists you have set up remain static unless you specifically add someone. Any supplier that becomes suspended will remain on this list – and you will receive notifications to advise you of this.

Can I add suppliers that are not yet registered to a 'My suppliers' list?

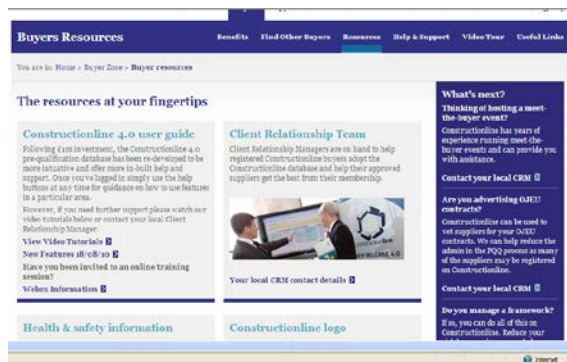
Suppliers must be Constructionline registered, not suspended or inactive to be added to any lists.

Is it auditable and if so, in what way?

Yes. The system is auditable, if any suppliers are added/removed from any suppliers lists this will leave an audit trail. Any lists that have been run will remain auditable on the database even if they are deleted, they will then sit under the 'Deleted' section. If you have any further queries please check with your Client Relationship Manager.

Advertising

Whether you are posting an opportunity on our Opportunities Notice Board, on a regional portal or even an OJEU advert, Constructionline is here to help. For guidance as to how we can help create efficiencies for you and for suppliers please contact your local Client Relationship Manager.



The Opportunities Notice Board (ONB)

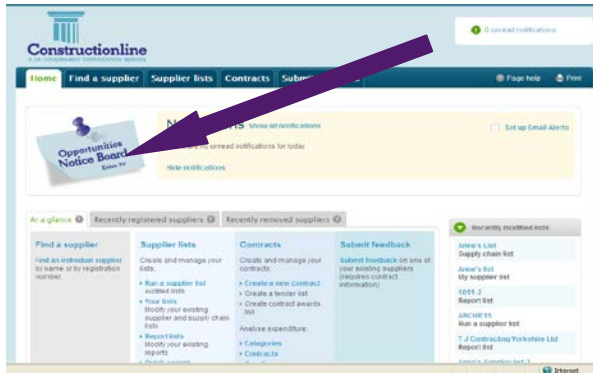
As a Constructionline buyer you are entitled to FREE use of our Opportunities Notice Board to advertise contracts.

Our goal is to pair up our buyers' live work opportunities with matching suppliers who are pre-qualified and ready to do business.

This section will guide you through how to post opportunities.

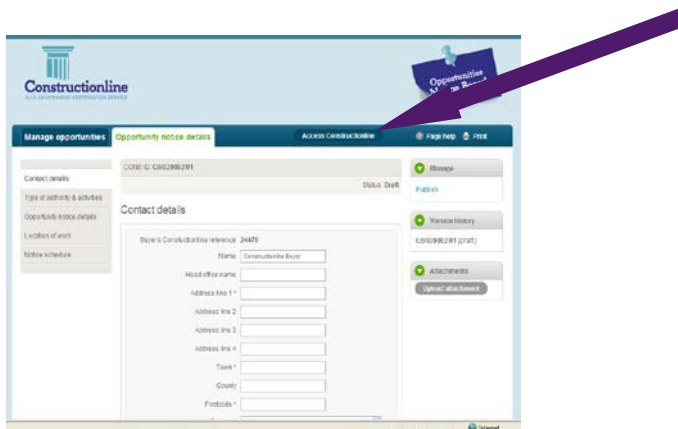
How to access the ONB

The Constructionline Opportunities Notice Board can be accessed by clicking the “Opportunities Notice Board” link on the home page.

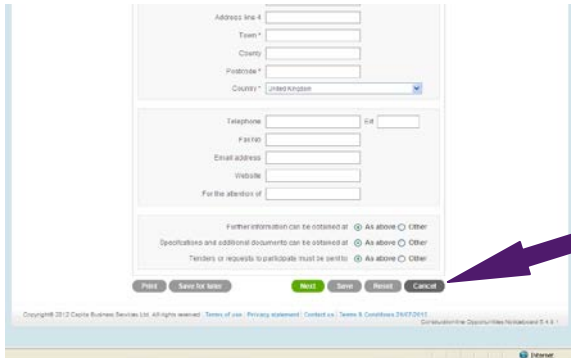


How to create a new opportunity notice

You will then be directed to the Opportunities Notice Board homepage. Take note of the “Access Constructionline” button, using this will allow you to return to the homepage at any time.



The “Print”, “Save for later”, “Save”, “Reset” and “Cancel” buttons at the bottom of the screen are available for you to use at any stage of the set-up process. It is advisable to save your progress at each milestone, as for security purposes, the system automatically logs a user out after 5 minutes of inactivity.



Address line 1
Town*
County*
Postcode*
Country* United Kingdom

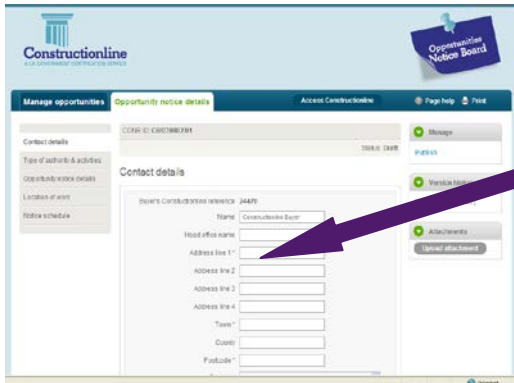
Telephone
Fax
Email address
Website
For the attention of

Further information can be obtained at ☐ As above ☐ Other
Specifications and additional documents can be obtained at ☐ As above ☐ Other
Tenders or requests to participate must be sent to: ☐ As above ☐ Other

Copyright © 2012 Capita Business Services Ltd. All rights reserved. Terms of use Privacy statement Contact us Terms & Conditions 26/07/2011 Constructionline Opportunities Noticeboard 5.4.0

Click “Create a new opportunity notice” to begin posting your notice.

Begin by reviewing and updating your contact details. These will automatically be populated with the details we already hold for you. Fields marked with a red asterisk are mandatory.



Constructionline
Opportunities Notice Board

Manage opportunities Opportunity notice details Access Constructionline Page help Print

Contact details
Type of authority & activities
Opportunity notice details
Location of work
Notice schedule

CONTACT ID: CNDT0002001 2012/01/26/0001

Contact details

Supplier's Constructionline reference: 244076

Name: Constructionline Buyer

Head office name

Address line 1*

Address line 2

Address line 3

Address line 4

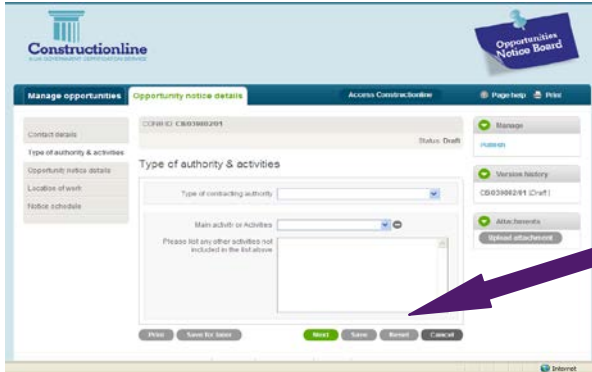
Town*

County

Postcode*

Use the radio buttons at the bottom of the page to specify whether these details can be used by the supplier to obtain further information. When you’ve finished, select “Save” and then “Next”.

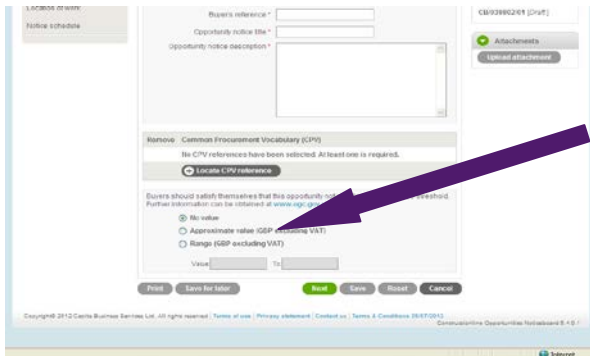
On the ‘Type of authority & activities’ page, select your contracting authority from the dropdown list. Then, add your organisation’s main activity or activities. If you have more than one, simply select the “Add another activity” button to choose another option. If your activity is not on the dropdown list, enter it into the free text box.



Once you have finished entering the details, click on “Save” and then “Next”.

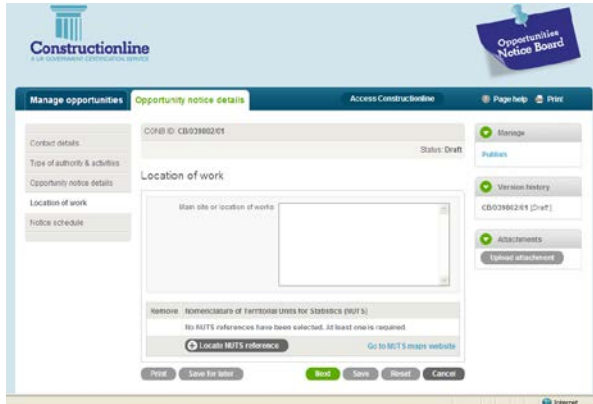
On the ‘Opportunity notice details’ page, enter the opportunity reference number, opportunity notice title, and an opportunity notice summary.

Select appropriate Common Procurement Vocabulary reference numbers by clicking on the “Locate CPV reference” button. The more CPV values you add, the more suppliers the contract is likely to be relevant to.



If you know the approximate value of the contract, you can select an approximate value or range and then enter the value or values in the ‘Value’ field. If you do not know value of the contract, select “No value”.

If you haven't previously set this contract up you will need to search the location of the contract. If you have previously set up a contract a suggestion will automatically be selected for you.

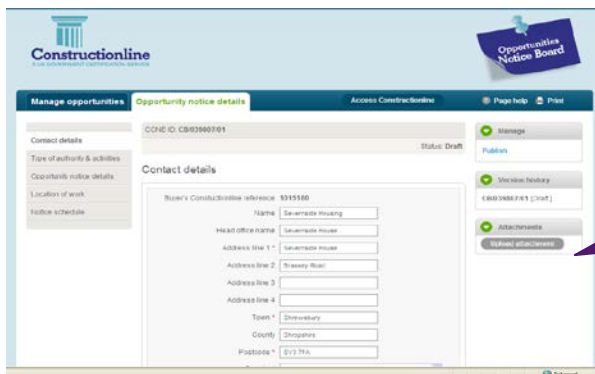


Once you've made your selection, click on "Submit" and then select "Save" then "Next" on the main page to continue.

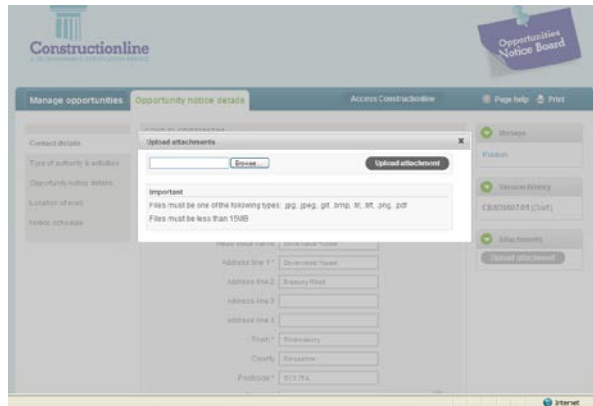
On the "Notice schedule" page, select an opening and closing date and time using the calendar. Once you have made your selection, click on "Save" and then "Next".

If you specified that suppliers should use a contact other than the main office in Step 1, enter further contact details here. Once you have finished, click "Save".

If you have any supporting information, you can attach a document to the notice, by selecting the "Upload Attachment" button in the "Attachments" box.



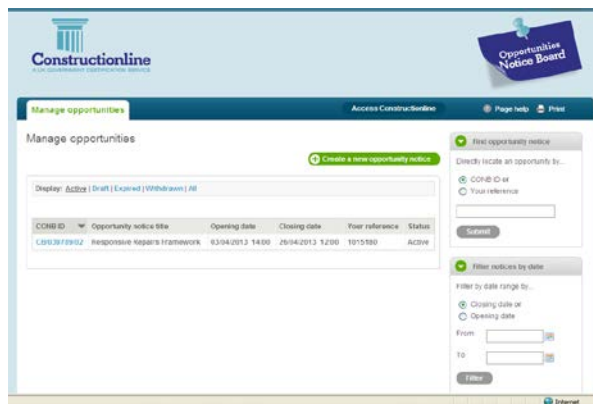
Click on “Browse” to select a file from your computer, and then click on “Upload attachment”.



Your attachment will then appear in the “Attachment box”.

You can then publish your opportunity onto the Opportunities Notice Board by clicking “Publish” in the top right corner.

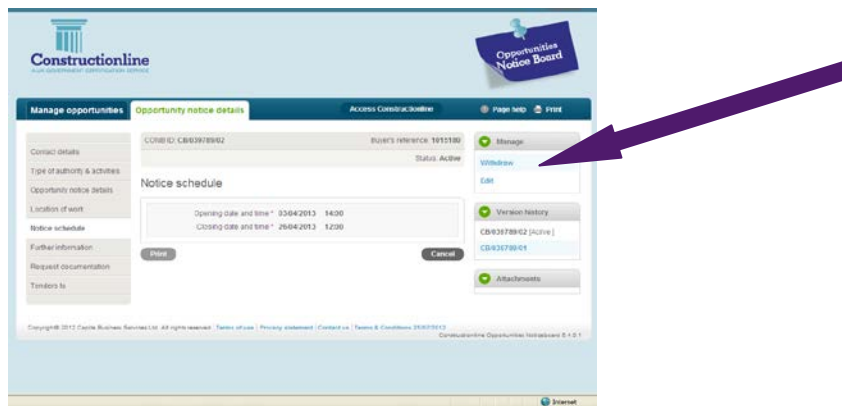
If you have started the process but not published the opportunity, you can find your draft at a later stage by accessing the ‘Manage opportunities’ section.



We advise all buyers to contact their local Client Relationship Manager to discuss setting up and advertising via the Constructionline ONB, they can support you and advise you on the best way to use this part of the system.

How to edit or cancel an opportunity notice

You can edit or withdraw your contract notice at any time by clicking on “CONB ID number” within the ‘Manage opportunities’ section.

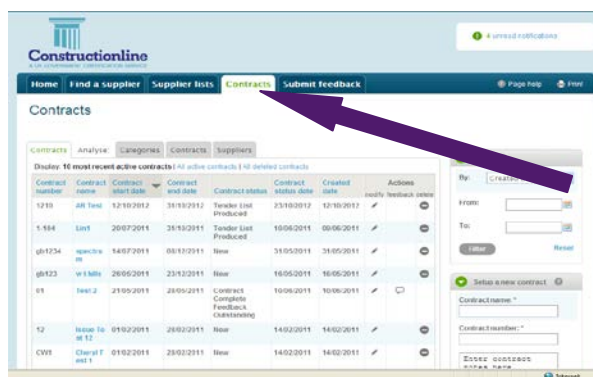


By clicking on the “Edit” link, you can make changes to your notice. Once you have made your changes, click “Publish”.

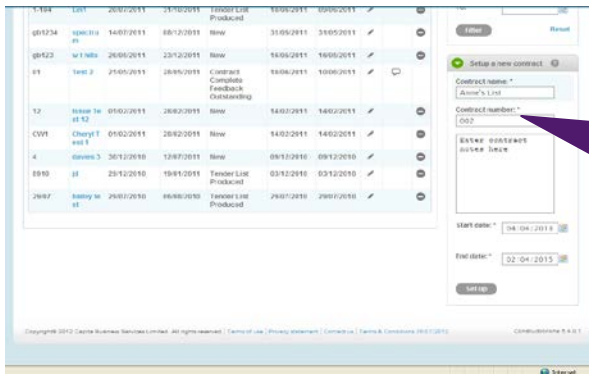
To withdraw the notification simply click on the “Withdraw” button, then confirm its withdrawal by clicking the “OK” button. You will still be able to refer back to the withdrawn notice within the ‘Manage opportunities’ page just ensure you choose to display “All” or “Withdrawn”.

Contracts

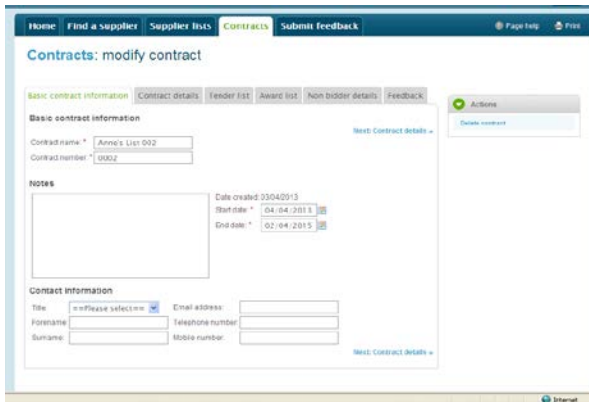
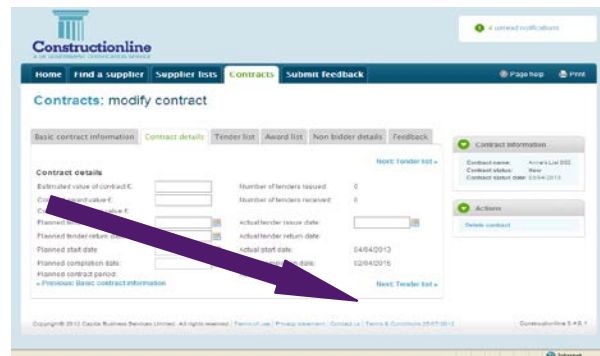
To access the Contracts facility, select either the “Contracts” tab, or “Create a new contract” shortcut on the homepage.



To set up and manage contracts, type in a contract name in the “Set up a new contract” box, and designated contract number. Next, select a start and end date for the new contract and select the “Set up” button.

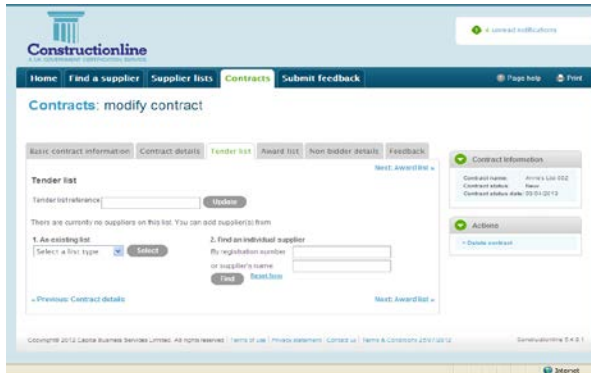


You will then be directed to the basic contact information page where you will be able to add additional information. Once you have input the information, click on “Next: Contract details”.

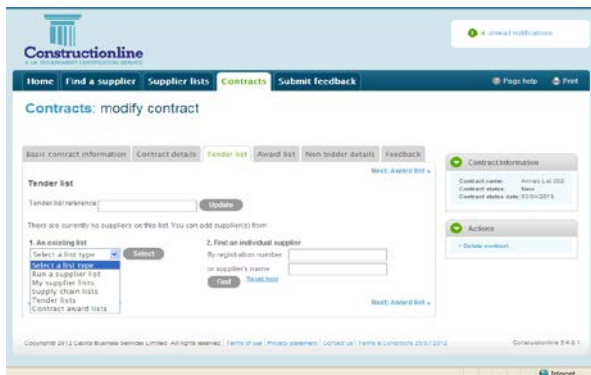
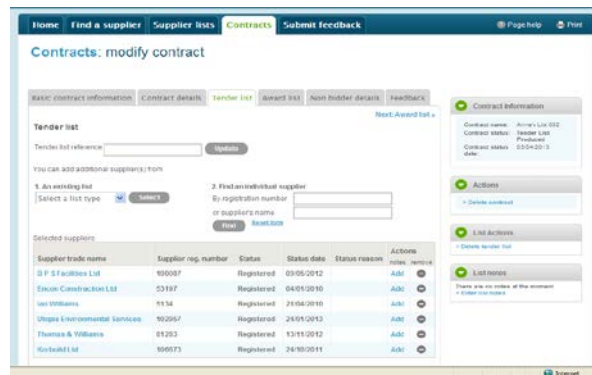
You will then be able to enter basic anticipated contract details including, estimated contract value, planned tender return date, planned start date, planned completion date and planned contract period.

You will be able to update this as the tender process progresses with the actual tender issue date, actual tender return date, contract award value and contract completion value. Once you have filled in the relevant details, select “Next: Tender list.”



In the ‘Tender list’ section, add a tender list reference and select “Update”. You now need to add in your tender list. Choose either to use an existing list that has been set up by entering the list type and the list name, or, use the “Find an individual supplier” function to select individual supplier you would like to add.

If using the existing list option you can then add in the successful suppliers from that list. If using the find an individual supplier you will need to add suppliers individually.

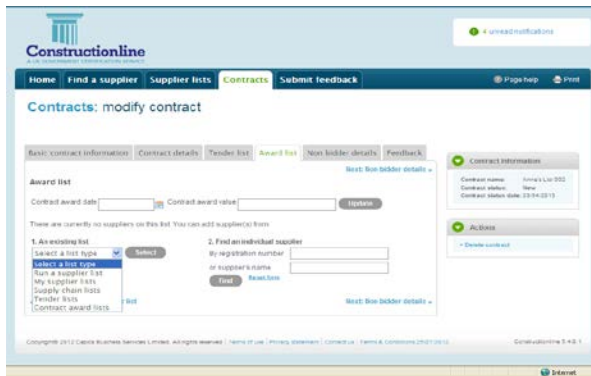
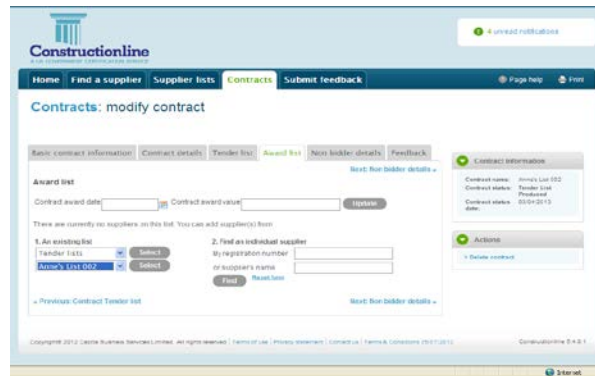



| Supplier trade name | Supplier reg. number | Status | Status date | Status reason | Actions |
|------------------------------|----------------------|------------|-------------|---------------|---------|
| B P S 1 Facilities Ltd | 105087 | Registered | 03/05/2012 | | ADD |
| Encon Construction Ltd | 53197 | Registered | 04/05/2010 | | ADD |
| Lee Williams | 7134 | Registered | 21/04/2010 | | ADD |
| Urges Environmental Services | 102957 | Registered | 24/05/2013 | | ADD |
| Thomas & Williams | 19283 | Registered | 13/11/2012 | | ADD |
| Southeast Ltd | 100073 | Registered | 24/10/2011 | | ADD |

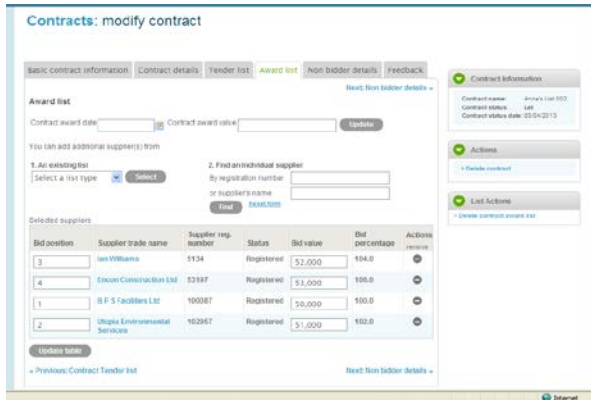
Once you have selected one of these options, your chosen suppliers will appear on the page. Click “Next”.

In the award list, select the contract award date, and value, then select “Update”.

Next, add the supplier or suppliers that you have awarded the contract to. Just like the 'Tender list' page, you can select an existing list, or search for individual contractors.

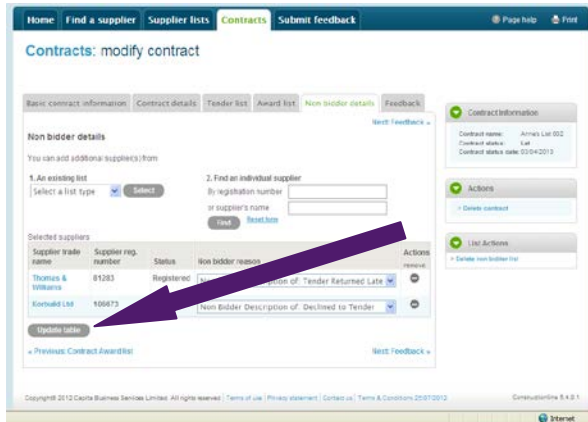



The suppliers will then appear in a table, where you will be able to add their bid position and bid value. You will need to do this manually once you have the information back from the suppliers. Once you have added these, click "Update table", and a bid percentage will be calculated.



| Bid position | Supplier trade name | Supplier reg. number | Status | Bid value | Bid percentage | Actions |
|--------------|-------------------------------|----------------------|------------|-----------|----------------|------------------------|
| 3 | Van Williams | 5134 | Registered | 52,000 | 104.0 | remove |
| 4 | Encon Construction Ltd | 53197 | Registered | 51,000 | 100.0 | remove |
| 1 | B P S Facilities Ltd | 100087 | Registered | 50,000 | 100.0 | remove |
| 2 | Chappa Environmental Services | 102957 | Registered | 51,000 | 102.0 | remove |

On the 'Non-bidder details' page, you can select suppliers from either search option and enter the non-bid reason. Then click on the "Update table" button.



The screenshot shows the 'Contracts: modify contract' page. The 'Non bidder details' section is active, showing options to select suppliers from an existing list or find an individual supplier. Below this is a table of selected suppliers with columns for supplier name, registration number, status, and non-bidder reason. A purple arrow points to the 'Update table' button at the bottom of the table.

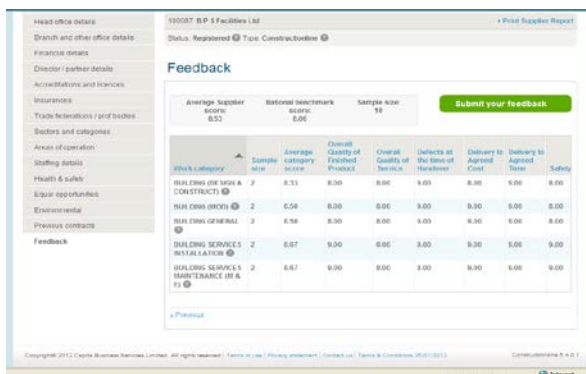
As the tender and contract progresses, you can add "Actual" dates to the "Contract details", and "Award list" section.

Once the contract has been completed, don't forget to leave feedback for the winning suppliers, this helps make Constructionline an even more valuable tool for both buyers and suppliers.

To analyse the expenditure of your contracts, click on the "Contracts" tab where you will be able to view a table of all your completed contracts. You can then click on the tab that is of interest to you.

Leaving Feedback

To leave feedback for a supplier, you can either select the "Feedback" button on the homepage, the supplier record or the 'Feedback' tab within a contract. The feedback section allows you to update supplier performance post contract.



The screenshot shows the 'Feedback' section for a supplier. It includes a table with performance metrics and a 'Submit your feedback' button.

| Work category | Sample size | Average category score | Overall Quality of Feedback | Overall Quality of Service | Defects at the time of Handover | Delivery to Agreed Cost | Delivery to Agreed Time | Safety |
|----------------------------------|-------------|------------------------|-----------------------------|----------------------------|---------------------------------|-------------------------|-------------------------|--------|
| BUILDING SERVICES & CONSTRUCTION | 2 | 8.55 | 8.00 | 8.00 | 9.00 | 8.00 | 8.00 | 8.00 |
| BUILDING SERVICES | 2 | 8.58 | 8.00 | 8.00 | 9.00 | 9.00 | 8.00 | 8.00 |
| BUILDING SERVICES | 2 | 8.58 | 8.00 | 8.00 | 9.00 | 9.00 | 8.00 | 8.00 |
| BUILDING SERVICES | 2 | 8.67 | 9.00 | 8.00 | 9.00 | 9.00 | 8.00 | 8.00 |
| BUILDING SERVICES | 2 | 8.67 | 9.00 | 8.00 | 9.00 | 9.00 | 8.00 | 8.00 |

FAQs

Who supplies the feedback scores and can I give negative feedback?

Feedback or reference scores are supplied by buyers. The feedback needs to be accurate, and if you do score a supplier negatively we will require supporting documentation for our records. Constructionline actively encourage buyers to give feedback, it adds value to our data for other buyers as well as suppliers.

What does 'Consult' mean?

Consult status means that we have information regarding this supplier that could represent risk to our buyers. The 'Consult' notes are on the top right hand screen of any supplier profile that is affected by this type of notification. Buyers will be able to see outline information regarding the consult notice – but it is recommended that buyers contact us for full information.

Can we attach documents to ONB?

Yes. There is a section on the right hand side where you can upload supporting information for the opportunity; however please do not upload full PQO's and therefore duplicating the information already available to you.

Why are the work categories not the same as on the Constructionline system?

The work categories are in line with the CPV codes, if you have any trouble contact your Client Relationship Manager for advice or help.

What are CPV codes?

Common Procurement Vocabulary codes introduced by the European Union to help standardise the subject of contracts. They are also seen on every Constructionline work category; it is the number at the end of the description. They are primarily used at OJEU level projects although can be used for Sub-OJEU.

What are NUTS codes?

Nomenclature of Territorial Units for Statistics, these are the regions the work will cover so the suppliers know if they wish to work in that region or not.

How much does it cost?

There is no cost to you as a buyer or the supplier to view the opportunity, the ONB will only go to Constructionline registered suppliers.

What the Supplier sees and how do they respond?

They will see the notice that the buyer has put onto the system and any attachments that have also been uploaded.

I have already posted it on (portal). Do I need to put it here as well?

Yes. You can and you can also put a link onto our system to the portal. Remember, any responses from Constructionline ONB will be from pre-qualified suppliers who are registered for the right work categories which will help streamline your processes.